

June 5, 2015

Dear Transportation Service Providers (TSPs):

This Request for Offers (RFO) transmits the Filing Instructions (FI) for the submission of rate offers for the General Services Administration (GSA) Standard Tender of Service (STOS), General Freight Traffic Management Program traffic.

The following list is an example of some of the agencies that utilize GSA's General Rates: Census Bureau, US Department of Agriculture, Veterans Affairs – Medical, GSA Fleet Management, Health & Human Services, National Technical Information Service, and the Citizenship and Immigration Service.

The effective and expiration dates of rate offers are aligned with the government fiscal year (October 1 thru September 30). Except as otherwise stated in this document, the rate offers made in response to this request will be valid for the period October 1, 2015 through September 30, 2016. The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days. GSA's right to extend the rates remains unchanged. Please refer to the corresponding sections of the RFOs for specifics.

Please note that in some instances this RFO and its FI will deviate from and will supersede those regulations published in the STOS, [General Freight Tender of Service](#), supplements and reissues thereto.

MANDATORY REQUIREMENT: To participate in this procurement all TSP Carriers must maintain a current registration in the System for Award Management (SAM), Taxpayer ID Number (TIN), and have all GSA registration documents up to date and on file at GSA Headquarters.

Transportation Service Providers are required to submit new and correct company contact data. Please use this link: [GSA TSP Contact Info](#) to complete this requirement. Failure to submit this form by September 1st, 2015 shall result in your rates not being accepted into our system of record, TransPort Integrator (TPI).

Rate offers for Bid Segment 1 are being requested for the following service offerings:

Section 6: General Offer Submissions

Section 7: Department Of State (DOS) Standing Route Order Traffic Submission

Section 8: Federal Aviation Administration (FAA) Standing Route Order Traffic Submission

Rate Files Submission Procedures:

GSA is introducing several changes in the procedures. TSPs are requested to carefully review the instructions below.

Help Desk support is available on weekdays (excluding holidays) from 7:00 AM - 8:00 PM Eastern Time.

Phone: (800)-449-4960 **Email:** tpi.helpdesk@gsa.gov

1. TSPs are strongly encouraged to attend the training provided by GSA. Training dates are provided in the bid segment calendar table below. TSPs can register for the training by using this link: [TPI Training](#)
2. The bid close date will not be extended.
3. TSPs are required to acknowledge participation in TPI only for the SROs and the corresponding bid cycles they intend to submit rate offers. This should be done before the Bid Response Date for the bid cycle. On acknowledging participation GSA will setup the necessary data for the TSP to submit rate offers. If a TSP has not acknowledged participation, the TSP will not be able to file rates after the “Respond By” date.
4. From time to time, the TPI system is required to be shut down for maintenance. The downtime is provided in the RFO.
5. All rate offers must be transmitted electronically. The Government will not consider any rate offer that is not transmitted electronically. - No Paper Rate Offers Will Be Accepted.

Bid Segmentation:

GSA has divided the procurement into two bid segments. Each segment has a specific “Open Date”, “Respond by Date” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles” hence will contain several bid cycles. Each bid cycle contains all the tariffs that are open for bid under that Bid Cycle Name. Example: The table below shows the bid cycles for the “General Rates” that are grouped under bid segment # 1.

Standing Route Orders (SROs)	Bid Cycle Name
General Tariff Groups	
General - Drop Deck - TL	FY16 GNDDTL
General - Flatbed - TL	FY16 GNFBTL
General - Goose Neck - TL	FY16 GNGNTL
General - Lowboy - TL	FY16 GNLBTL
General - Power Units - TL	FY16 GNPUTL
General - Refrigerated Van - TL	FY16 GNRVTL
General - Step Deck - TL	FY16 GNSDTL
General and Intrastate AK - TL	FY16 GENTL
General and Intrastate AK - LTL	FY16 GENLTL

The bid cycle identified by the name “FY16 GNDDTL” in the table above is defined in the TransPort Integrator (TPI) system and is for “General - Drop Deck – TL”. If a TSP intends to submit rate offers for Drop Deck Truck Loads under the General rates, the TSP must acknowledge by selecting this Bid Cycle by the “Respond By” date. TSPs may select one or more or all bid cycles under a bid segment, if they intend to submit rate offers for them.

By segmenting the bids and further breaking down the bid cycles, GSA offers more flexibility to TSPs in submitting rate offers only for SRO of their interest. Further, by staggering the bid submission dates for each bid segment, TSPs will now have additional flexibility in managing the rates submission volumes and timelines.

It is important to note that TSPs are not required to submit rates for all the lanes or for all the bid cycles under all the bid segments. TSPs are strongly encouraged to submit rates only for the lanes and bid cycles they are able to service in an effective manner as per the terms of the STOS.

Bid Segment Calendar:

The following table provides the bid segments and important dates applicable to the segments.

Bid Segment #1 will receive offers for General, Department of State, and the Federal Aviation Administration rates.

Bid Segment #2 will receive offers for Emergency Rate and After Hours Accessorial, National Archives and Records Administration (NARA), Internal Revenue Service (IRS), US Mint, Social Security Administration, Federal Prisons Industries, and the Government Printing Office. The RFO for Bid Segment #2 will be released at a later date closer to the Bid Open Date.

See Section 5-3. BID CYCLE DATA of this RFO for a complete list of all Bid Segments and Bid Cycles for the FY16 procurement.

Bid Segment Number	Bid Open Date	Respond by Date	Bid Close Date	System Maintenance Downtime	TPI Rates Procurement Training
New TSP Registration Cutoff Date: 06/01/2015					
1	06/15/2015	06/22/2015	06/29/2015		06/02/2015 – 06/04/2015 and 06/09/2015 – 06/11/2015
2	07/20/2015	07/27/2015	08/03/2015	none	

Important Changes and Notes on Bid Cycles and Tariffs:

1. TSPs must refer to the RFO and STOS for important changes. Key changes are listed here as a quick reference to facilitate submission of rate offers.
2. The baseline values for the **minimum charge** in the distance base of Item 100 table of Baseline Rates and Minimum charges are now replaced with the same minimum charge of \$65.00 for all distance bands. This change is applicable ONLY for General LTL rates at this time. All other LTL rates will continue to use prior distance band based minimum charges. TSPs will continue to bid a percentage against this minimum charge. Refer to [GSA STOS No. 1000-D, Section B](#) for further details.
3. TSPs are required to submit rate offers for both line-haul and accessorials of any SRO. GSA reserves the right to reject the rates where TSPs have bid line-haul only or accessorials only. TSPs may, however, submit rate offers for select accessorials along with line haul.
4. TSPs should pay close attention to the rate formats for accessorials. TSPs are now required to submit rate offers for accessorials in dollars and cents instead of a percentage.

5. TSPs should closely review the RFOs for changes in lanes. Several lanes have been added and/or dropped for some of the SROs.
6. The maximum charges for the following accessorial are listed below.

G200 Tender Charge Code	Charge Description	Max Charge
1010	Sorting or Segregating Service	\$270.00
1100-P	Storage - Placed in Public Warehouse by Carrier	\$300.00
1225-G	Double Trailer Requested Used Greater than 10,000lbs	\$250.00
250	Customs or Inbound Freight	\$150.00
425	Hydraulic Lift Gate Service	\$200.00
550	Handling Freight At Positions Not Immediately Adjacent To Vehicle	\$500.00
860-EV	Pickup/Delivery Service -Sunday or Holiday Empty Vehicle	\$400.00
875	Pickup/Deliveries - NY Harbor/Port Newark, NJ below 5000lbs	\$150.00
875-A	Pickup/Deliveries - NY Harbor/Port Newark above 4999lbs below 9999lbs	\$275.00
925-AT	Reconsignment or Diversion After Tender of Delivery Change in Destination	\$400.00
925-PU	Reconsignment/Diversion Consignor or Consignee Pickup at Terminal	\$300.00
950	Redelivery	\$350.00
950-CD	Redelivery - Sealing of Equip Pickup at Carrier Premise	\$250.00

7. **Computation for Item 75:** Please refer to the description of item 75 in [GSA No. 200. Uniform Rules Tariff](#), being a negotiated item, the negotiated amount is derived based on the bid amount. Example: If the shipper negotiated item 75 for \$100 and the TSP has bid \$1, the shipper will enter \$100 during shipment creation to arrive at the negotiated amount of \$100 (1x\$100 = \$100). For purpose of simplicity in computation during shipment creation, **TSPs are advised to bid \$1 for item 75.**

If you have any questions, please email frtrates.procurement@gsa.gov or call (855) 425-3867.

Sincerely,

Scott Kidd

FY 2016 Request for Offers and Filing Instructions For Bid Segment 1

Issued by:

**General Services Administration
Federal Acquisition Service
Freight Transportation Management Program**

June 5, 2015



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SECTION 1: TERMS AND CONDITIONS

1-1. GENERAL

This FY 2016 General Request for Offers (RFO) and its Filing Instructions (FI) are the instructions that must be followed to submit rates for the General Services Administration (GSA) General Freight Transportation Management Program. The terms and conditions of the **GSA Standard Tender of Service (STOS), Edition 2**, and the GSA Uniform Rules Tariff No. 200, are incorporated by reference. The provisions and requirements of this RFO may deviate from and supersede those published in the STOS, in which case the provisions of this RFO take precedence. Direct any questions about this General RFO to:

General Services Administration
Federal Acquisition Service
Freight Transportation Management Program
Toll Free Phone: (855) 425-FTMP (3867)
Email: frtrates.procurement@gsa.gov
Website: <http://www.gsa.gov/portal/category/21192>

Traffic to be included under this RFO will be freight-all-kinds (FAK) shipments, moving via closed van for all less than truckload (LTL) (0 pounds to 19,999 pounds) shipments and all truckload (TL) (20,000 pounds to 40,000 pounds and over) shipments which fall into one or more of the following two (2) categories:

1. General freight rate offers (those rate offers which neither apply from, to, or between specific shipping locations) applicable to those Federal civilian agency/locations identified in **Section 6-1**.
2. Standing Route Order (SRO) rate offers. A SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The SRO rate offers being requested will apply specifically to those agencies/locations identified in **Sections 7 through 8** of this RFO and MAY be used with any other accepted rate offer and the accepted rates and charges MAY be used as factors in the construction of combination through rates, charges or other provisions.

1-2. EFFECTIVE PERIOD

Except as otherwise provided in this document, the initial rate offers made in response to this request will be for the period **October 1, 2015 through September 30, 2016**.

The Government reserves the right to change the effective period of all or part of the rate offers accepted in accordance with this RFO and its FI. The Government reserves the right to delay the effective date of this RFO and its FI for up to ninety (90) days.

1-3. FILING PERIOD

INITIAL FILINGS: Rate offers made by those Transportation Service Providers (TSPs) approved in GSA's Freight Management Program are **DUE by 11:59 PM Eastern Daylight Savings Time** of the **Bid Close Date for the corresponding RFO** and will be processed in accordance with Section 1-3 of this document.

RE-FILINGS OF RATE FILING DEFICIENCIES: Rate Filings received between **Bid Open date and Bid Close Date**, which do not meet the requirements as stated in this RFO will be considered non-responsive and will be rejected. These rates will not be included in GSA's TransPort Integrator (TPI) system. If a firm's rate offer is submitted in accordance with this RFO and its FI by a Rate Filing Service Provider, the Rate Filing Service Provider will be notified of the deficiencies and not the TSP. Corrected rate offers must be resubmitted no later than by **11:59 PM Eastern Daylight Savings Time of the Bid Close Date** (Rate offers created using TPI are validated in real time). TSPs will not be allowed to correct any errors encountered after the **11:59 PM, Eastern Daylight Savings Time** validation. In those instances where GSA is notified of corrections to rate offers after the end of the filing period, those rate offers will be considered non-responsive and the firm will not be allowed to re-file.

TSP NOTIFICATIONS: If the submitting TSP or Rate Filing Service Provider receives no communication from GSA prior to the Posting Date identified above, the TSP is on notice that the submitted rate offer(s) have been accepted and its rate file(s) have been transmitted to GSA's Office of Transportation Audits.

1-4. TRANSFER OF RATES

GSA has implemented TransPort Integrator as its traffic management system solution. Currently approved TSPs will make their initial filing for the FY 2016 rate cycle using current procedures in TPI.

1-5. APPLICABILITY OF RATE OFFERS

Rates/Charges applicable to a specific shipment will be those in effect on the date of pickup.

The TSP's submissions of rate offers to GSA for the traffic identified in this RFO, and GSA's acceptance of those rates constitutes the agreement between GSA and the TSP. **The TSP agrees that it can and will service all points within each origin state and destination state for which a rate is offered and accepted.** By submission of a rate offer to GSA for SRO freight traffic identified in this RFO, the TSP agrees that it can and will service the identified origin facility(s) or all points in an identified origin state(s) and all points within each identified destination state or destination city for which a rate is offered and accepted. The TSP agrees to meet the terms and conditions of the Uniform Tender of Rates and/or Charges for Transportation Services, Optional Form 280 (See Appendix B of the STOS for a copy of the Form). **As a TSP submitting a rate offer, you are stating you will honor that rate. Failure to do so could result in Temporary Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 8 of the STOS.**

All Government shipments handled pursuant to the STOS will be subject to the terms/conditions contained in **41 CFR §§102-117 and 102-118**. These terms and conditions have been incorporated into the Optional Form 280 (OF280). Therefore, any shipment moving under an accepted rate offer submitted on an OF280 is automatically subject to the Government's shipping "terms and conditions." The bill of lading (BL) for any such shipment must contain the statement "This is a U.S. Government shipment." For a complete description of the Government's shipping terms/conditions, please visit the [Electronic version of the Code of Federal Regulations](#) and search for "Transportation Management" (41 CFR § 102-117) or "Transportation Payment and Audit" (41 CFR § 102-118), as appropriate.

1-6. LETTER OF INTENT CERTIFICATION

By submitting a rate offer to the General Services Administration (GSA) in accordance with this RFO and FI, the TSP submitting the rates certifies that:

I have read and will comply with all the provisions contained in this RFO dated June 5, 2015 as well as any amendments, supplements, changes, and/or reissues thereto and the GSA Standard Tender of Service (STOS) Edition 2, , the GSA Uniform Rules Tariff No. 200, and the GSA Baseline Rate Publication No. 1000-D, as well as any supplements, changes, and/or reissues thereto and I further certify that the

company for which rate offers have been submitted has supplied GSA their current operating authority and insurance as required by the GSA STOS Edition 2.

1-7. OPTION TO EXTEND

The Government reserves the right to extend the expiration date of all or part of the rate offers accepted in accordance with this RFO for up to one (1) year beyond its original expiration date.

1-8. TERMINATION

The following provision will apply in addition to Item 18e of the Optional Form 280:

Accepted rate offers may be terminated upon determination that a Transportation Service Provider has failed to satisfactorily respond to a show cause notice; and

Accepted rate offers may be terminated by the Government immediately upon the debarment or suspension of the Transportation Service Provider in accordance with 41 CFR § 105-68.

Upon termination of the rate offer, the TSP shall be paid any sum due to the TSP for services performed under this RFO to the date of such termination; and in the event of partial termination, shall be paid in accordance with the terms of this rate offer for any services furnished under the portion of the rate offer that is not terminated; provided, however, any such payments shall be without prejudice to any claim which the Government may have against the TSP and the Government shall have the right to offset any such claims against such payment.

Termination for Convenience of the Government: The Government, by written notice, may terminate all or part of the rate offers accepted in accordance with this RFO, in whole or in part, when it is in the Government's best interest. If a rate offer(s) is terminated, the Government shall be liable only for payment for services rendered before the effective date of the termination.

1-9. VALUATION AND LIABILITY FOR LOSS AND DAMAGE

The following applies to all shipments in this RFO unless otherwise modified in specific agency sections.

- A. **LIABILITY OF TSP:** The origin TSP accepts full responsibility for the full value of the shipment not to exceed \$100,000 as stated in the STOS Section 1.1, from acceptance of the freight at origin to delivery at final destination, regardless of the TSP's participating in the movement, and agrees to indemnify the Government at these respective values in the event of loss or damage.
- B. The TSP assumes responsibility for all damage or injury to persons or property occasioned through the use, maintenance, and operation of the TSP's vehicles or other equipment by, or the action of, the TSP or the TSP's sub-contracted employees and agents. The TSP, at the TSP's expense, shall maintain adequate public liability and property damage insurance during the term of this Request for Offers, insuring the TSP against all claims for injury or damage.
- C. Claims for overcharges and undercharges must be filed within 180 days from the date the agency receives the TSP's freight bill, and will be administered in accordance with 49 CFR § 378.

1-10. MANDATORY REQUIREMENTS

Before applying for approval to participate in the Freight program, you must first register in the System for Award Management SAM if your company has not already done so. The SAM is the on-line contractor database for the U.S.

Federal Government. The SAM collects, validates, stores and disseminates data in support of agency and other eligible user acquisition and award missions. It is a free service. Registration information and procedures can be found at the SAM website www.sam.gov

To register in the SAM, you must first obtain a DUNS number. A DUNS number is also free for Federal contractors, including TSPs participating in the GSA Freight Management Program.

All TSPs are required to participate in GSA's PayPort Express, a third party payment service, provided by Citibank NA using the Syncada network. TSPs must participate in the PayPort Express to receive payments for invoices from any agency that elects to use GSA's PayPort Express to process their invoices. Payments made to TSP's through PayPort Express will be net of Industrial Funding Fee (IFF) owed to GSA. **TSPs providing services to non-participating agencies under the STOS are still REQUIRED to submit copies of all agency final invoices to Syncada.** The invoicing procedures for these agencies remain unchanged. This submission is effective November 1, 2011. Subsequently if the agency decides to participate, the procedures for participating agencies will be applicable. Additional details including on-boarding, setup packages, training and invoice submission instructions, can be obtained from Citibank NA at 1-888-617-7173 or by email to payportexpress@citi.com. You may also contact Ethan Pan at 212-816-3572 or ethan.pan@citi.com for any additional questions or information.

1-11. AGENCY/LOCATION SPECIFIC CONTACTS

Questions with regard to specific customer agencies/locations should be directed to the agencies/locations appropriate Office identified under "Contacts" of the RFO section.

SECTION 2: EVALUATION AND ACCEPTANCE OF RATE OFFERS

2-1. EVALUATION

All submitted rate offers which have been determined to be responsive in accordance with this Request for Offers (RFO), the Special Filing Instructions (FI), and the GSA STOS will be evaluated by the Freight Transportation Management Program Management Office (PMO) based on price only. Price will be determined by calculating both the price of the line-haul transportation and the price of the accessorial service(s) (Item Numbers identified in the GSA Uniform Rules Tariff 200 containing rates or charges) requested by the customer agency for each cost comparison requested. Individual agencies may use other methods of evaluation such as prior performance and key performance indicators; however, the PMO will provide accepted rate information according to paragraph 2-2, below.

2-2. ACCEPTANCE

Accepted rate offers will be listed base on price within GSA's TPI system. TPI displays freight comparisons for the use by Federal agencies. The listing of TSPs in individual cost comparisons will be based on:

- i. The anticipated shipping date,
- ii. The origin of the shipment,
- iii. The destination of the shipment,
- iv. The weight of the shipment,
- v. The number of miles between the origin and destination of the shipment, and
- vi. Any accessorial services requested by the customer agency.

Firms with applicable rates for the requested shipment will be listed on the cost comparison from low cost to high cost. Intermediaries such as brokers, forwarders and other logistics companies are TSPs and will be listed on the cost comparison in their own right. When two or more TSPs have offered the exact same rate, (both for transportation and the requested accessorial services) the TSPs will be listed in alphabetical order on the cost comparisons according to the TSP's name.

GSA and other participating agencies may consider other factors other than price when routing shipments. As a result, the listing of firms on a cost comparison is for informational purposes only and does not guarantee any traffic will be awarded.

SECTION 3: BASIS FOR DETERMINING APPLICABLE MILEAGE

3-1 MILEAGE SOFTWARE APPLICATIONS

Unless otherwise authorized or as provided for in ITEM 180 of [GSA Uniform Rules Tariff No. 200](#) (Circuitous Routing of Hazardous Material Shipments), all tenders for shipments within CONUS, Alaska, Hawaii, and Puerto Rico, and between the CONUS and Alaska, Canada, and Mexico North Americas) **GSA will be predicated on the shortest route distance as determined by ALK Technologies PC*Miler Version 25.**

The basis that is used when constructing mileage for shipments moving within the contiguous United States follows:

General Freight

Scale: Miles

Route Type: Shortest

Borders: Closed

Ferry Miles: Include

OW/OD Freight

Scale: Miles

Route Type: Practical

Borders: Closed

Ferry Miles: Include

HazMat Freight

Scale: Miles

Route Type: Practical

Borders: Closed

Ferry Miles: Include

HazMat: Explosives

If mileage cannot be determined using ALK Technologies PC*Miler, the TSP may use an applicable mileage guide, book, or other method used in that particular country to determine mileages, subject to verification by GSA, the shipping agency, or upon GSA Transportation audit.

Exceptions to the use of ALK Technologies, Inc. mileage are those shipments requested in accordance with this RFO and its FI moving between CONUS and the identified Canadian provinces and territories. For those FAK and crated household goods shipments moving between CONUS and the identified Canadian provinces and territories, Rand McNally mileage will be used.

SECTION 4: APPLICATION OF THE INDUSTRIAL FUNDING FEE (IFF) and REPORTING

4-1. INDUSTRIAL FUNDING FEE

In accordance with the GSA STOS, all approved TSPs must submit the Industrial Funding Fee (IFF) due on all shipments tendered under the STOS and this RFO. **The IFF must be submitted no later than thirty (30) calendar days from receipt of payment.** The amount of the IFF must equal the total of all transportation charges, less the fuel surcharge, multiplied by the applicable IFF percentage. IFF will not be applicable on duties and taxes for international shipments.

The current IFF percentage is 6%. GSA may adjust the 6% IFF during the effective period of this RFO. If an adjustment is required, GSA will provide notification to TSPs and will allow them the opportunity to make any necessary rate modifications prior to the effective date of the IFF adjustment.

Instructions for collection of the IFF and remitting it to GSA are in Section 10.2 of the STOS.

4-2. REPORTING

TSPs are required to submit a monthly Shipment Report based on the number of shipment invoices paid in that calendar month. This report covers all shipments transported and invoiced under the terms and conditions of this STOS. If there has been no activity for the month, the TSP must submit a negative report. **These reports must be submitted within ten (10) calendar days from the end of calendar month of which the TSP received payment.**

The TSP monthly report format is provided in Appendix A. This report will be sent to frttsp.reports@gsa.gov in EXCEL with a subject line "SCAC (your company's SCAC) – 6% Transaction Fee".

Failure to remit the Shipment Reports and timely IFF Payments will result in the placement of the firm in a nonuse status or debarment by GSA's Freight Management Program in accordance with the STOS Section 10.2.

Questions should be directed to:

Freight Transportation Management Program

Toll Free Phone: (855) 425-FTMP (3867)

Email: frttsp.reports@gsa.gov

SECTION 5: RATE SUBMISSION SPECIAL INSTRUCTIONS

5-1. SUBMISSION INSTRUCTIONS

All electronic rate transmissions in accordance with Sections **6 through 8** of this RFO and its FI (filing instructions) **MUST** be submitted via the rate filing capabilities of TPI.

5-2. ENCLOSURE TSP RATE PROCUREMENT FILING INSTRUCTIONS

The rate submission instructions for the “Rates Procurement” module in TPI is available at [TSP Rate Filing Instructions](#)

5-3. BID CYCLE DATA

GSA has divided this procurement into multiple bid segments. Each segment has a specific “Open Date”, “Respond by Date” and a “Close Date”. A bid segment is a logical grouping of “Bid Cycles” and a “Bid Segment” will contain several bid cycles. Each bid cycle contains all the tariffs that are open for bid under that Bid Cycle Name.

The following table provides the bid segments and important dates applicable to the segments.

Bid Segment Number	Bid Open Date	Respond by Date	Bid Close Date	System Maintenance Downtime	TPI Rates Procurement Training
New TSP Registration Cutoff Date:06/01/2015					
1	6/15/2015	6/22/2015	6/29/2015	TBD	06/02 – 06/11/2015
2	7/20/2015	7/27/2015	8/3/2015	TBD	As Needed

Important Note for all Bid Segments:

TSPs should submit rates only for the lanes and bid cycles they are able to service in an effective manner as per the terms of the STOS. Failure to honor submitted rates could result in Nonuse, Suspension or Debarment from the GSA Freight Management Program as described in Section 8 of the STOS.

Bid Segment	Standing Route Orders (SROs)	Bid Cycle Name	Open Bid Date	Respond By Date	Close Bid Date	Effective Date	Expiration Date
1	General Tariff Groups						
1	General - Drop Deck - TL	FY16 GNDDTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General - Flatbed - TL	FY16 GNFBTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General - Goose Neck - TL	FY16 GNGNTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General - Lowboy - TL	FY16 GNLBTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General - Power Units - TL	FY16 GNPUTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General - Refrigerated Van - TL	FY16 GNRVTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General - Step Deck - TL	FY16 GNSDTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General and Intrastate AK - TL	FY16 GENTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	General and Intrastate AK - LTL	FY16 GENLTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	Department of State						
1	DOS - TL	FY16 DOSTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	DOS - LTL	FY16 DOSLTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	Federal Aviation Administration (FAA) Oklahoma						
1	FAA - Backhaul - TL	FY16 FABHTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2015
1	FAA - Low Boy - TL	FY16 FALBTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	FAA - Flatbed - TL	FY16 FAFBTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	FAA - Hotshot - TL	FY16 FAHSTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	FAA - Closed Van - TL	FY16 FAVTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	FAA - Closed Van - LTL	FY16 FAVLTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
1	FAA - Single Double - TL	FY16 FASDTL	6/15/2015	6/22/2015	6/29/2015	10/1/2015	9/30/2016
2	Emergency Regular & After Hours Tariff Groups						
2	Emergency - Closed Van - TL	FY16 FEVTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Drop Deck - TL	FY16 FEDDTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Flatbed - TL	FY16 FEFBTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Goose Neck - TL	FY16 FEGNTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Lowboy - TL	FY16 FELBTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Mobile Homes - TL	FY16 FEMHTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Power Units - TL	FY16 FEPUTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Refrigerated Van - TL	FY16 FERVTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Step Deck - TL	FY16 FESDTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Emergency - Travel Trailer - TL	FY16 FETTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	National Archives and Records Administration (NARA)						
2	NARA - TL	FY16 NARATL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	US Mint:						
2	US Mint - Denver - TL	FY16 USMCTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	US Mint - Philadelphia - TL	FY16 USMPTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Social Security Administration (SSA)						
2	SSA - LTL	FY16 SSALTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	SSA - TL	FY16 SSATL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Federal Prison Industries (FPI)						
2	FPI - LTL	FY16 FPILTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	FPI - TL	FY16 FPITL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	Government Printing Office (GPO)						
2	GPO - LTL	FY16 GPOLTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016
2	GPO - TL	FY16 GPOTL	7/20/2015	7/27/2015	8/3/2015	10/1/2015	9/30/2016

SECTION 6: GENERAL RATE OFFER SUBMISSIONS

6-1. IDENTIFICATION OF GENERAL FREIGHT TRAFFIC

Traffic included as “General Freight Traffic” includes those rate offers which utilize closed van equipment which neither applies from, to, or between specific shipping locations. General Freight rate offers are being requested for:

- All points in the Continental United States (CONUS) to all points in CONUS
- Intrastate CONUS
- Intrastate Alaska.

NOTE: This rate offer submission does NOT apply to shipments from Alaska to CONUS locations. Rates maybe, but are not required to be, submitted for all origins/destinations and/or rate groups requested.

A. CONUS TRAFFIC:

CONUS GENERAL TRAFFIC			
Origin	Destination	Commodities Shipped	Types of Rates Requested
All Points in CONUS and Intrastate	All Points in CONUS and Intrastate	FAK	Less Than Truckload and Truckload

B. INTRASTATE ALASKA TRAFFIC:

1. Identification of Intrastate Alaska Traffic:

- A. Rate offers submitted for the identified Alaska Rate Groups MUST be submitted as **highway miles** only; and
- B. Rates submitted for Truckload shipments **MUST** be submitted as a cents per mile with a minimum charge per vehicle used.

INTRASTATE ALASKA GENERAL TRAFFIC			
Origin	Destination	Commodities Shipped	Types of Rates Requested
Specific Alaska Rate Groups	Specific Alaska Rate Groups	FAK	Less Than Truckload and Truckload

2. Identification of Intrastate Alaska Rate Groups:

INTRASTATE ALASKA GENERAL TRAFFIC

Rate Group Code	Rate Group	Points Covered by Rate Group		Rate Group Code	Rate Group	Points Covered by Rate Group
26	Anchorage	Anchorage, Anchorage International, Elmendorf A.F.B, Fort. Richardson, Mountain View, Spenard		36	Hoonah	Hoonah
27	Big Delta	Big Delta, Buffalo Center, Delta Junction, Donnelly Flats, Fort Greely, Tok		37	Juneau	Auke Bay, Douglas, Juneau, Skagway
28	Big Lake	Big Lake, Cantwell, Clear, Clear A.F.B., Houston, Jonesville, Matanuska, Moose Creek, Nenana, Willow		38	*Beyond Juneau	Gustavus, Pelican
29	Cordova	Cordova		39	Kenai	Girdwood, Kenai, Nikiski, Soldotna,
30	Delta	Big Delta, Buffalo Center, Denali, Clear, Ft. Greely, Delta Junc, Donnelly Flats		40	Ketchikan	Ketchikan, Ketchikan International, Ward Cove
31	Eagle River	Eagle River		41	*Beyond Ketchikan	Craig, Hydaburg, Klawock, Thorne Bay
32	Fairbanks	College, Denali Park, Eielson A.F.B, Fairbanks, Fairbanks International, Fort. Wainwright, Graef, Healy, North Pole		42	Kodiak	Kodiak
33	Glennallen	Cooper Center, Gakona, Gakone Junction, Glennallen, Gulkana, Gulkana Junction, Valdez		43	Palmer	Birchwood, Chugiak, Eklutna, Palmer, Wasilla
34	Haines	Haines, Skagway		44	Prudhoe Bay	Deadhorse, Milne Point, Prudhoe Bay
35	Homer	Anchor Point, Clam Gulch, Cooper Landing, Homer, Kalifonsky, Kasilof, Naptowne, Seward		45	Sitka	Mount Edgecumbe, Petersburg, Sitka, Wrangell

* Shipments requiring transshipment from Juneau or Ketchikan will be rated at the applicable Rate Group rate plus the cost of the beyond carrier.

6-2. CURRENT CUSTOMERS

Customers using GSA General Rates
Federal Aviation Administration
Federal Emergency Management Agency
Department Of Health And Human Services
Indian Health Service
National Park Service
Program Support Center
Financial Management Service
United States Bankruptcy Court
United States Geological Survey
Health and Human Services Mission Support Center
Citizenship And Immigration Services
National Archives & Records Administration
Department of Veteran's Affairs - Medical
US Department of Agriculture
National Aeronautics and Space Administration
National Industries for the Blind
Source America
Federal Prison Industries
General Services Administration – Fleet Management
United States Census Bureau
National Technical Information Service
Department of Interior Fish & Wildlife Service
National Oceanic Atmospheric Administration

6-3. SPECIALIZED EQUIPMENT

1. FLATBED – GENFB

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENFB	Truckload Cents-per- Mile

2. LOWBOY – GENLB

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENLB	Truckload Cents-per- Mile

3. POWER ONLY UNITS – GENPU

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENPU	Cents-per- Mile

4. DOUBLE-DROP DECK – GENDD

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENDD	Truckload Cents-per- Mile

5. STEP DECK – GENSD

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENSD	Truckload Cents-per- Mile

6. REMOVEABLE GOOSE NECK – GERGN

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GERGN	Truckload Cents-per- Mile

7. REFRIGERATED VAN

DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS and Intrastate	GENRV	Cents-per- Mile

A. SPECIALIZED EQUIPMENT REQUIREMENTS

1. Rates must be offered as Cents-per-Mile with a Minimum Truckload Charge;
2. **NO** less-than-truckload rate offers will be accepted; and
3. TSP may be requested to furnish tarping for protections from the elements, chains, tie down or other load securing equipment.

6-4. ACCESSORIAL SERVICES

For the traffic identified in this RFO, there will be one accessorial rate bid per SRO and must be offered for all items reflected in the GSA General Rules Tariff No. 200.

6-5. HAZARDOUS MATERIALS

Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information and shipping papers as specified in 49 CFR § 172-602. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment

of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

SECTION 7: DEPARTMENT OF STATE (DOS) STANDING ROUTE ORDER TRAFFIC SUBMISSION

7-1. IDENTIFICATION OF STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the DOS traffic for which the General Services Administration (GSA) is requesting SRO rate offers. Rate offers may only be submitted for SRO rate requests when specifically requested and/or authorized by GSA. Rate offers submitted in response to this RFO and its filing instructions (FI) for the identified DOS traffic WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used as factors in the construction of any combination rates or charges. Rates will only be accepted for the origins/destinations identified below. Rates submitted for any other origin/destination will automatically be rejected. An offering TSP must be able to service all points within each origin/destination state for which a rate is offered.

7-2. COMMODITY APPLICATION

Shipments shall consist of FAK and crated household goods personal effects generally self-contained in wooden liftvans 87" high, including hazardous material, excluding Class A, B, and C explosives. Hazardous materials will be specifically described on the shipping document in accordance with 49 CFR § 172.202. 100% of all FAK and household goods personal effects will be crated. Rates will be applicable only to interstate shipments moving in the Continental United States (CONUS), the identified intrastate shipments within CONUS and shipments moving between CONUS and the identified Canadian provinces and territories (see Section 7-14.B.) Rate offers WILL NOT be accepted for shipments moving between points in Canada.

Standing Route Orders (SRO) rate offers are being requested where SRO is defined as the normal, repetitive movement of two or more shipments per month of specific items between specified points. The SRO rate offers being requested will apply specifically to Department of State (DOS) locations identified in Section 7 of this RFO and its FI and WILL NOT alternate with any other accepted rate offer and the accepted rates and charges MAY NOT be used in construction of combination through rates, charges, or other provisions.

7-3. HAZARDOUS MATERIALS

A. Each TSP that picks up and/or transports a hazardous material shipment must maintain emergency response information as specified in 49 CFR § 172.602 in the same manner as prescribed for shipping papers. The TSP must have in its possession a copy of the current Department of Transportation Emergency Response Guidebook when picking up and/or transporting a shipment of hazardous material. This information must be immediately accessible to a transport vehicle operator or crew in the event of an accident involving hazardous materials.

B. If placarding is required by the American Trucking Association, Inc., Hazardous Material Tariff, ICC ATA-111 series (current version) or BOE-6000 (current version), supplements thereto and revisions thereof, shipper will provide the placards and TSPs will affix placards at no additional cost.

7-4. LIABILITY OF TSP AND GOVERNMENT

A. Notwithstanding the provisions of 41 CFR § 102-117 and 102-118, property transported under the provisions of this RFO and its FI and the Standard Tender of Service (STOS) shall be valued at full value.

B. Shipments will normally be loaded by the TSP at origin and unloaded by the TSP at destination.

C. The TSP agrees that offered rates and charges include securing of loads and protection from the elements. TSP will be responsible for the proper blocking, bracing, and placarding of those shipments which move in Trailer on Flat Car (TOFC) service.

7-5. SHIPMENT TRACKING

TSPs must have a secure internet website that is accessible by the DOS. This website must allow for the tracking and status of all DOS shipments moved under this RFO and its FI. Access to the website **MUST** be password controlled, available only to the DOS, and available 24 hours a day, seven days a week.

7-6. BILLING

Please be advised that all TSPs that submit rates for this RFO **MUST** participate in DOS's chosen instance/version of Syncada's third party payment tool. TSPs **MUST** participate in the version of Syncada's third party payment service that DOS has selected to use and **MUST** submit ALL invoices via this same instance/version of Syncada (applies to rates submitted for the **DOS only**). Questions regarding DOS's Syncada usage/participation may be forwarded to the DOS at TTM_ANALYSIS@STATE.GOV

7-7. SHIPMENT REPORTS

TSPs must provide a Quarterly Freight Weight Variations Shipment Report containing the following information: DOS Number, Pro Number, Location, Correction Date, Origin Revenue, Correction Revenue, Revenue Change, Origin Weight, Correction Weight, and Weight Change. Reports must be submitted each calendar quarter and contain the requested information for ALL shipments billed during that calendar quarter. There reports **MUST** be e-mailed to: GriffinSR@state.gov and frrtsp.reports@gsa.gov.

Inserted below is the format that **MUST** be used when completing and submitting the required Quarterly Freight Weight Variations Shipment Report in support of this RFO and its FI. Failure to remit the Quarterly Freight Weight Variations Shipment Report in the below format could result in the immediate placement of the TSP in temporary nonuse.

Quarterly DOS Freight Weight Variations												
DOS Number	Pronumber	Location	Corr Date	Type	Pcs	Corr Sta	Orig Revenue	Corr Revenue	Rev Change	Orig Weight	Corr Weight	Wgt Change

Below is the schedule for the submission of the Quarterly Freight Weight Variations Shipment Report:

Quarter	Months	Submission Due By
1 st	Jan, Feb, Mar	Apr 1 thru May 31
2 nd	Apr, May, Jun	Jul 1 thru Aug 31
3 rd	Jul, Aug, Sep	Oct 1 thru Nov 30
4 th	Oct, Nov, Dec	Jan1 thru Feb28 (29)

7-8. MINIMUM CHARGE – CAPACITY LOADS

TSPs **MUST** include any charges for Item 700, Minimum Charge – Capacity Load of the GSA No. 200, Uniform Rules Tariff in their line-haul rate offer(s). TSPs will not be allowed to apply the provisions of Item 700 when billing the DOS. Shipments moved in accordance with this RFO and its FI **MUST** be billed based on the actual weight of the shipment even if the shipment(s) fills the full visible capacity of the vehicle(s).

7-9. SERVICE REQUIREMENTS

A. The TSP shall furnish suitable and sufficient personnel and equipment to perform pickup, sorting, and delivery services of freight which may be required each day. Vehicle requirements may vary on a daily basis depending on such factors as type of shipment, quantity, and destination unloading conditions (loading dock height, street unloading, etc.).

B. All freight must be transported in clean and sound closed vehicles of sufficient size to accommodate the shipment and must be of a type that can be locked during transit.

C. **TSPs are required to notify the consignee or other party in accordance with the instructions in the BOL; Item 725 is not applicable for such notifications. TSPs will not charge for this service.**

7-10. EQUIPMENT INSPECTION

The TSP's equipment is subject to inspection by the shipper at the time of placement for loading. Equipment found unsuitable for loading the material to be shipped will be rejected by the shipper. The rejected TSP's equipment will not relieve the TSP from meeting pickup and delivery requirements. Failure to meet pickup and/or delivery requirements constitutes unsatisfactory service under the terms of this RFO and its FI.

7-11. QAULIFICATION OF DRIVERS

By submission of rate offers under this RFO and its FI, the TSP certifies compliance with 49 CFR § 391 and all other rules and regulations governing the movement of traffic described in this RFO and its FI.

7-12. ON-SITE SURVEY

GSA and/or the DOS reserve the option to conduct an on-site survey of the TSP's origin facilities and equipment at any time.

7-13. UNSATISFACTORY SERVICE

A. The Government reserves the right to immediately remove a TSP for the duration of this RFO and its FI for unsatisfactory service.

B. Unsatisfactory service will be handled in the following manner: First service failure will result in written notification from the government; any failure after this written notification shall result in immediate removal from further participation in the traffic named in this RFO and its FI.

7-14. IDENTIFICATION OF NON-ALTERNATING CODES AND CANADIAN ORIGIN/DESTINATION CODES

A. IDENTIFICATION OF NON-ALTERNATING CODES: Only those rate offers submitted by the initial filing due date identified in Section 1, Paragraph 5-3 will be considered for acceptance. **THERE WILL BE NO SUPPLEMENTAL RATE FILINGS.** Rates may be, but are not required to be, submitted for all origins/destinations requested.

DOS Agency Code	Origin	Destination	Origin Code	Destination Code	Commodities/ Special Notes	LTL	TL
DOSTL DOSLTL	All Points in CONUS and Intrastate	All Points in CONUS and Intrastate	2 position state abbreviation	2 position state abbreviation	FAK and HHE	X	X
	All Points in CONUS	Canadian Provinces & Territories	2 position state abbreviation	2 Position Canadian code identified in Section 7-14.B.	FAK and HHE	X	X
	Canadian Provinces & Territories	All Points in CONUS	2 Position Canadian code identified in Section 7-14.B.	2 position state abbreviation	FAK and HHE	X	X

B. IDENTIFICATION OF ORIGIN/DESTINATION CODES FOR CANADIAN PROVINCES AND TERRITORIES: When creating rate offers, the following codes must be used when a Canadian province or territory is entered as either an origin or a destination. Rate offers submitted with an origin AND destination of Canada **WILL NOT** be accepted.

Canadian Province or Territory	Origin/Destination Code
Alberta	AB
British Columbia	BC
Labrador	LB
Manitoba	MB
New Brunswick	NB
Nova Scotia	NS
Ontario	ON
Quebec	QB
Saskatchewan	SK
Northwest Territory	NT
Yukon	YK

7-15. APPLICABILITY AND ACCEPTANCE OF RATE OFFERS

Rate offers submitted for DOS will apply ONLY to DOS locations with GSA for the payment of freight services provided. A listing of agencies/locations that have entered into funding agreements with GSA can be found on GSA's TransPort Integrator website which is GSA's transportation management system. As new customer agencies/locations enter into funding agreements with GSA, GSA will post these additions on TransPort Integrator. An agency/location becomes entitled to utilize general freight rate offers accepted in accordance with this RFO on the day that the agency/location is added to TransPort Integrator.

The Department of State, Transportation and Travel Management Division, Washington, DC, will be responsible for TSP selections and for the issuance of bills of lading.

PLEASE NOTE: The Department of State, Transportation and Travel Management Division, Washington, DC may consider other factors when routing shipments other than just price. As a result, the listing of TSPs on a cost comparison is for viewing/verification purposes only and does not guarantee any traffic will be awarded.

7-16. HISTORICAL TRAFFIC VOLUME

The annual volume for this RFO and its FI is estimated at **1700 shipments**. The average gross weight is estimated to be approximately **3000 pounds** and represents a combination of FAK and crated household goods personal effects with crated household goods personal effects making up the majority. The data provided should not be interpreted as a guarantee to the TSP that future traffic will amount to these quantities. The Government makes no guarantee that these quantities or any quantities will be shipped. Failure of estimates to materialize will not constitute a basis for rate adjustments.

7-17. CONTACTS

Questions dealing with the identified DOS traffic should be directed to Shawn Griffin at 202-663-0959 or via e-mail at griffinsr@state.gov.

SECTION 8: FEDERAL AVIATION ADMINISTRATION (FAA) STANDING ROUTE ORDER TRAFFIC SUBMISSION, OKLAHOMA CITY, OK RATE OFFERS

8-1. STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting SRO rate offers. Rates will only be accepted for the origins/destinations identified below. Please note that **“BETWEEN”** rate offers are being requested for the FAA, Oklahoma City, OK. By **“BETWEEN”** it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates may be, but are not required to be, submitted for all origins/destinations requested.

A. IDENTIFICATION OF AGENCY CODE:

AGENCY /ORIGINS – DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAVLTL FAVTL	Less Than Truckload and Truckload

8-2. STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting SRO rate offers for **HOT SHOTS**. Rates will only be accepted for the origins/destinations identified below. Please note that **“BETWEEN”** rate offers are being requested for the FAA, Oklahoma City, OK. By **“BETWEEN”** it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates are required to be submitted for all origins/destinations requested.

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used. **NO** less-than-truckload rate offers will be accepted.

A. IDENTIFICATION OF “HOT SHOT” AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAHSTL	Truckload Cents-per- Mile

Please note that ONE RATE will apply for the Agency Code FAHSTL from Oklahoma City, OK to All points within CONUS. If more than one rate is offered your tender will be rejected.

HOT SHOT REQUIREMENTS

1. TSPs submitting tenders must possess facilities local to the FAA Oklahoma City, OK.
2. One rate will apply to all States within CONUS;
3. Pickup shipment within two hours of notification unless otherwise noted by shipper;
4. Item 860 & 865 of the GSA National Rules Tender 100-D, "Item 860 Pickup or Delivery Service – Sundays or Holidays & 865 Pickup or Delivery Service – Saturday or After 5 P.M. on normal business day, Sunday or holidays pickup and delivery" will need to be incorporated into your rate and not be considered an additional charge when requested and annotated on shipping request;
5. Vehicles required are an open flatbed truck with a minimum of 8' x 4' of cargo space capable of carrying 1 ton minimum load. An 11' bed is suggested in order to handle the majority of our shipments;
6. Indicate the application of a back haul by filing a rate for SRO code FABHTL;
7. Items 325 & 350 "Detention - Vehicles with Power Units & Without Power Units", Item 450 " Fork Lift Service" & Item 1040 "Services – Dual Driver Service" will be paid in accordance with the GSA National Rules Tender 100-D when the Shipping Request is annotated for these accessorial services;
8. Terminal services must be provided as specified in the tender and as directed on the Shipping Request;

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used. **NO** less-than-truckload rate offers will be accepted.

B. IDENTIFICATION OF "BACK HAUL" AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
All Points in CONUS	FAA, Oklahoma City, OK	FABHTL	Truckload Cents-per- Mile

Please note that ONE RATE will apply for the Agency Code FABHTL from All points within CONUS back to FAA Oklahoma City, OK. If more than one rate is offered your tender will be rejected.

BACK HAUL REQUIREMENTS

1. Only those TSPs that qualify for FAHSTL may file rates for the back haul SRO FABHTL

2. One rate will apply to all States within CONUS

8-3. STANDING ROUTE ORDER (SRO) TRAFFIC

Listed below is the Federal Aviation Administration (FAA), Oklahoma City, OK location for which the General Services Administration (GSA) is requesting SRO rate offers for **SPECIALIZED EQUIPMENT**. Rates will only be accepted for the origins/destinations identified below. Please note that **"BETWEEN"** rate offers are being requested for the FAA, Oklahoma City, OK. By **"BETWEEN"** it is meant that the same rate offered from the FAA, Oklahoma City, OK to a destination would also apply from the destination state to the FAA, Oklahoma City, OK. Rates are required to be submitted for all origins/destinations requested.

SPECIALIZED EQUIPMENT REQUIREMENTS

1. Rate Offers must apply Between Oklahoma City, OK and all points in CONUS;
2. Rate Offers must apply to "ALL POINTS" within the named states. Tenders with more than one rate per named state, will be rejected;
3. All rates are to be quoted as a Cents-per-Mile with a Minimum Charge per Vehicle;
4. Items 480 "Expedited Service" & 1040 "Dual Driver Service" will be paid in accordance with the GSA National Rules Tender 100-D when the Shipping Request is annotated for these accessorial services;

All rate offers **MUST** be submitted as a cents-per-mile with a minimum charge per vehicle used. **NO** less-than-truckload rate offers will be accepted.

A. IDENTIFICATION OF "FAFBTL - FLATBED" "FASDTL - SINGLE/DOUBLE DROP" & "FALBTL - LOW BOY" AGENCY CODE:

AGENCY /ORIGINS - DESTINATION	DESTINATIONS - ORIGINS	AGENCY CODE	Types of Rates Requested
FAA, Oklahoma City, OK	All Points in CONUS	FAFBTL	Truckload Cents-per-Mile
FAA, Oklahoma City, OK	All Points in CONUS	FASDTL	Truckload Cents-per-Mile
FAA, Oklahoma City, OK	All Points in CONUS	FALBTL	Truckload Cents-per-Mile

8-4. INSURANCE REQUIREMENTS

The FAA at times may require insurance, which is in addition to your specified cargo limit. In these instances the cargo value will be declared and you must make appropriate insurance arrangements to provide this loss/damage coverage when the FAA requests it. The cost of this additional insurance should be incorporated into your transportation rate as needed CFR § 48, 47.102b. In those instances where the cargo value exceeds your liability limits and no additional insurance is requested your cargo liability is as specified on your insurance certificate. Per a carrier survey the average time to acquire additional coverage is one hour after notice from FAA to receipt of a faxed insurance certificate to the FAA.

8-5. FAA CONTACT

Questions concerning FAA freight, please call Gary Helberg at (405) 954-4429 or by e-mail at gary.helberg@faa.gov.

APPENDIX-A Report Formats

Transportation Service Providers (TSPs) are required to submit monthly reports to GSA based on the number of shipments paid per calendar month. The following table describes the format shown below it.

If there has been no activity for the month, a negative report must be submitted. For negative reports, please write "NA" in the columns

TSP Shipment Report Format Contents	
Column Heading	Description
SCAC	Standard Carrier Alpha Code
DATE PAID BY AGENCY	Date TSP received payment from the customer agency
TPI/NON TPI	Indicate if the service was booked through TPI
PPE/NON PPP	Indicate if the service was paid for through PPE
BILL OF LADING NUMBER	BOL number generated through TMSS or other external unique number
PRO BILL NUMBER	Number TSP used to track shipment
INVOICE NUMBER	Number on invoice submitted to customer agency for shipment payment
AGENCY	Agency for which the service was provided
TOTAL SHIPMENT DISTANCE	Total distance from pickup location to delivery location
TOTAL SHIPMENT WEIGHT	Total weight of cargo being shipped
COST OF ACCESSORIALS, IF NEEDED	Total cost of any accessorials
TOTAL SHIPMENT COST	Total amount paid to TSP for the shipment
BASE COST PER MILE	Total shipment cost minus cost of accessorials divide by distance (formula already in sheet)
FUEL SURCHARGE	Total fuel surcharge for the shipment
AMOUNT SUBJECT TO IFF	Total shipment cost less the fuel surcharge (formula already in sheet)
IFF AMOUNT DUE	6% of the amount subject to IFF (formula already in sheet)
DATE IFF PAID	Date payment amount submitted to GSA (please leave blank if payment has not yet been submitted)
DATE OF CK	Date of check
CK NUMBER	Number of check

TSP MONTHLY REPORT - MONTH YEAR																		
SCAC	DATE PAID BY AGENCY	TPI/NON-TPI	PPE/NON-PPE	BILL OF LADING NUMBER	PRO BILL NUMBER	INVOICE NUMBER	AGENCY	TOTAL SHIPMENT DISTANCE (MILES)	TOTAL SHIPMENT WEIGHT (LBS)	COST OF ACCESSORIALS, IF NEEDED	TOTAL SHIPMENT COST	BASE COST PER MILE	FUEL SURCHARGE	AMOUNT SUBJECT TO IFF	IFF AMOUNT DUE	DATE IFF PAID	DATE OF CK	CK NUMBER
ABCD	5/2/2015	TPI	PPE	123456789	12345	254865	FEMA	600	500	0	\$ 1,600.00	\$ 2.67	\$ 200.00	\$ 1,400	\$ 84.00	5/25/2015		
							TOTAL	600	500.0	\$ -	\$ 1,600.00	\$ 2.67	\$ 200.00	\$ 1,400	\$ 84.00			